



VOLUNTEER/OFFICIALS Pathway

British Ice Skating - Short Track

Volunteers are at the heart of everything we do, and we at British Ice Skating (BIS) depend on their dedication to ensure that our events, tests and other programmes are run smoothly, safely and meet the highest standard of professionalism at Club, National and International levels.

The Board of Directors, Technical Advisory Committee members and Officials are all volunteers and work tirelessly to ensure BIS remains the benchmark for the sport of speed skating in the UK.

Serving as a volunteer for BIS can be an incredibly rewarding experience. You can develop your knowledge of the sport through training and education, have the privilege of seeing great skating, give back to the sport you love and make lifelong friends.

About this document

This document is a guide to help anyone interested in becoming a volunteer/Official in Short Track Speed skating to understand the roles available, and the opportunities to progress in that one or more chosen role.

For anyone interested in becoming a volunteer/Official in Short Track, this document should be used in conjunction with the “**BIS Volunteer Handbook**” which gives more detail of what it means to be a volunteer in BIS and all the sports that come under the British Ice Skating umbrella.

([British Ice Skating Volunteer Roles](https://www.iceskating.org.uk/volunteer-roles)).

<https://www.iceskating.org.uk/volunteer-roles>

How to become an Official/Volunteer

Anyone wanting to become a volunteer should contact the ST_TAC for more information and to register as a volunteer. Once registered they will be listed in the BIS _ST Regulations book.

They will remain on there until either they ask to be removed or the ST_TAC decide they no longer qualify or are inactive in that role.

The ST_TAC will administer the Volunteer/Officials Pathway and will actively seek new volunteers/Officials. The ST_TAC will monitor the Volunteer/Officials and make training available for them and assist with any courses and certification required. The ST_TAC will guide the Volunteer/Officials and provide Seminars, Training Workshops and assign Mentors for practical training where applicable.

The ST_TAC will monitor the Volunteer/Officials progress and make any promotions to higher levels based on the criteria laid out in this document. Promotions can also be requested and the ST_TAC will consider these requests after which the ST_TAC will then either make the promotion or give information as to what is still required to achieve that promotion.

Volunteer/Officials in Short Track: The Roles and Responsibilities

- In the following sections each role will be listed with the responsibilities of that role.
- The recommended and mandatory requirements will also be set out for each of the roles.
- If the Role has more than one level, then each will have its own criteria to meet before promotion to that level can be possible.
- Promotion will be subject to the approval of the Short Track Technical Committee.

Timekeepers (Manual):

Level 1 (Timekeeper):

Recommended Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars
- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)

Mandatory Pre-Requisites:

- To be a member of BIS or of an affiliated club which has a BIS approved Code of Conduct.

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'J'
- To attend Competitions and follow the guidance of the Chief Timekeeper and any mentor assigned to you.

Level 2 (Chief Timekeeper):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a 'Timekeeper'
- To be a current member of BIS
- To have attained a competent level in the role of 'Timekeeper'
- To have a reasonable overall understanding of the Short Track Rules.
- To have experience as a 'Recorder'. Rule 22 paragraph 'K'
- To have experience as a 'Lap Recorder'. Rule 22 paragraph 'M'

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'J', 'K' and 'M'
 - To attend Competitions and be able to fulfil the role of 'Chief Timekeeper', 'Recorder' or 'Lap Recorder' as required.
 - To perform or delegate the role of mentor, and to appoint the tasks to the team of Timekeepers at a competition.
 - To attend organised Short Track Officials Seminars
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Line Judge (Manual):

Level 1 (Line Judge):

Recommended Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials Seminars
- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)

Mandatory Pre-Requisites:

- To be a member of BIS or of an affiliated club which has a BIS approved Code of Conduct.

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'I'
- To attend Competitions and follow the guidance of the Chief Line Judge and any mentor assigned to you.

Level 2 (Chief Line Judge):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a 'Line Judge'
- To be a current member of BIS
- To have attained a competent level in the role of 'Line Judge'
- To have a reasonable overall understanding of the Short Track Rules.
- To have experience as a 'Recorder'. Rule 22 paragraph 'K'

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'I', and 'K'
 - To attend Competitions and be able to fulfil the role of 'Chief Line Judge', or 'Recorder' as required.
 - To perform or delegate the role of mentor, and to appoint the tasks to the team of Line Judges at a competition.
 - To attend organised Short Track Officials Seminars
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Photo Finish Technical Operator (Electronic Timing & Photo Finish):

Level 1 (Assistant Operator)

Recommended Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials Seminars
- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)
- To have basic knowledge of computers and networking

Mandatory Pre-Requisites:

- To be a member of BIS or of an affiliated club which has a BIS approved Code of Conduct.

Responsibilities:

- To have a basic understanding of the roles undertaken by 'Timekeepers' 'Line Judges' and the 'Competitors Steward', which are laid out in the latest edition of the BIS Short Track Regulations.
- To attend Competitions and follow the guidance of the Chief Technical Operator and any mentor assigned to you.

Level 2 (Chief Technical Operator):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of an Assistant Photo Finish Technical Operator.
- To be a current member of BIS
- To have attained a competent level in the role of 'Assistant Photo Finish Technical Operator'
- To have a reasonable overall understanding of the Short Track Rules.
- To be able to assemble the Photo Finish equipment and get it operational without guidance.

Responsibilities:

- To attend Competitions and be able to fulfil the role of 'Chief Photo Finish Technical Operator'.
 - To work alongside and be able to assist with the roles of the Competitors Steward, Timekeepers and Line Judges.
 - To perform or delegate the role of mentor, and to appoint the tasks to the team of level 1 Assistant Photo Finish Technical Operators at a competition.
 - To attend organised Short Track Officials Seminars
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Heat Box Steward:

Level 1 (Assistant)

Recommended Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars
- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)

Mandatory Pre-Requisites:

- To be a member of BIS or of an affiliated club which has a BIS approved Code of Conduct.

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'H'
- To attend Competitions and follow the guidance of the 'Heat Box Steward' and any mentor assigned to you.

Level 2 (Heat Box Steward):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of an Assistant Heat Box Steward.
- To obtain a DBS Check or equivalent.
- To be a current member of BIS
- To have attained a competent level in the role of 'Assistant Heat Box Steward'.
- To have a reasonable overall understanding of the Short Track Rules.

Responsibilities:

- To attend Competitions and be able to fulfil the role of 'Heat Box Steward'.
- To perform or delegate the role of mentor, and to appoint the tasks to the team of level 1 Assistant Heat Box Stewards at a competition.
- To attend organised Short Track Officials Seminars

Lap Scorer (Both Manual & Electronic Lap Boards):

Recommended Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars
- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)

Mandatory Pre-Requisites:

- To be a member of BIS or of an affiliated club which has a BIS approved Code of Conduct.

Responsibilities:

- To learn how to operate and set up both Manual and Electronic Lap Boards.
 - To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'L'
 - To attend Competitions and be able to fulfil the role of 'Lap Scorer'.
 - To delegate the task of 'Ringing the bell' when required or get that task information from the organisers.
 - To attend organised Short Track Officials seminars
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Track Steward (Including Ice Maintenance):

Level 1 (Track Steward):

Recommended Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars
- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)

Mandatory Pre-Requisites:

- To be a member of BIS or of an affiliated club which has a BIS approved Code of Conduct.
- To be a competent Ice Skater

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'N'
- To attend Competitions and follow the guidance of the Lead Track Steward and any mentor assigned to you.
- To take instruction from the Referee as to the track maintenance.
- To be aware of all on ice safety requirements.
- Highlight Ice damage to Referees or Lead Track Steward.

Level 2 (Lead Track Steward):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a 'Track Steward'
- To be a current member of BIS
- To have attained a competent level in the role of 'Track Steward'

Responsibilities:

- To attend Competitions and be able to instruct Level 1 Track Stewards as to their role.
 - To take instruction from the Referee as to the track maintenance.
 - To be aware of all on ice safety requirements and ensure all the Track Stewards present are following the guidance.
 - Highlight Ice Damage and advise Referee on Ice Quality.
 - To attend organised Short Track Officials seminars
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Announcer / Commentator:

Recommended Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars
- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)

Mandatory Pre-Requisites:

- To be a member of BIS or of an affiliated club which has a BIS approved Code of Conduct.

Responsibilities:

- To make clear commentary and announcements to the Public, Officials, skaters, and support staff at a competition.
 - To make clear announcements as instructed from the Referee.
 - To be unbiased and polite in the commentary.
 - To be informed as possible about the sport, the competition and the athletes taking part.
 - To attend organised Short Track Officials seminars.
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Starter:

Level 1 (Starter- Domestic Competitions Only)

Recommended Pre-Requisites:

- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)
- To have gained experience in Line Judging and Timekeeping.

Mandatory Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars. (At least one in a 2-year period)

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'F'
- To have a reasonable overall understanding of the Short Track Rules.
- To attend Competitions and follow the guidance of the Chief Referee, or any mentor assigned to you.

Level 2 (Starter- Including British Championships at domestic Level):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a 'Level 1 Starter'.
- To have attained a competent level in the role of 'Level 1 Starter'.
- To have a good overall understanding of the Short Track Rules.
- To have completed at least 5 competitions at domestic level.

Responsibilities:

- To attend Competitions and be able to fulfil the role of 'Starter'.
- To perform or delegate the role of mentor, and to appoint the tasks to other Starters at a competition.

Level 3 (Starter on the ISU International List):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a 'Level 2 Starter'.
- To have been the 'Starter' at a British Championships.
- To have attended and passed the exams at the recommended amount of organised Short Track Officials Seminars.
- To be assessed/approved by the TAC.

Responsibilities:

- To maintain the responsibilities laid out for the Official position of 'Starter' in the ISU 'Special Regulations and Technical Rules' for Short track Speed Skating.
- To have a good overall understanding of the ISU Short Track Rules.
- To continue to support the UK Domestic competitions.

Level 4 (Starter on the ISU Officials List):

Criteria for promotion to this role:

- Promotion to this position is the sole responsibility of the ISU Technical Committee for Short Track Speed Skating.
 - Rules for maintaining this position are laid out in the ISU 'Special Regulations and Technical Rules' for Short track Speed Skating.
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Competitors Steward:

Level 1 (Assistant C.S.)

Recommended Pre-Requisites:

- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)
- To be competent with working with computers and relevant software packages.
- To have some experience of Short Track Competitions.

Mandatory Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars. (At least one in a 2-year period)

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'G'
- To have a reasonable overall understanding of the Short Track Rules.
- To attend Competitions and follow the guidance of the 'Competitors Steward', or any mentor assigned to you.

Level 2 (Lead Competitors Steward including British Championships)

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a 'Level 1 'Competitors Steward'.
- To have attained a competent level in the role of 'Competitors Steward'.
To have a good overall understanding of the Short Track Rules
- To have performed to role of lead 'Competitors Steward', under guidance or otherwise, at a domestic competition.

Responsibilities:

- To attend Competitions and be able to fulfil the role of 'Competitors Steward'.
- To perform or delegate the role of mentor, and to appoint the tasks to other 'Competitors Stewards' at a competition.

Level 3 (CS on the ISU international List):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a Level 2 'Competitors Steward'.
- To have been the 'Competitors Steward' at a British Championships.
- To have attended and passed the exams at the recommended amount of organised Short Track Officials Seminars.
- To be assessed/approved by the TAC.

Responsibilities:

- To maintain the responsibilities laid out for the Official position of 'Competitors Steward' in the ISU 'Special Regulations and Technical Rules' for Short track Speed Skating.
- To have a good overall understanding of the ISU Short Track Rules.
- To continue to support the UK Domestic competitions.

Level 4 (Competitors Steward on the ISU Officials List):

Criteria for promotion to this role:

- Promotion to this position is the sole responsibility of the ISU Technical Committee for Short Track Speed Skating.
 - Rules for maintaining this position are laid out in the ISU 'Special Regulations and Technical Rules' for Short track Speed Skating.
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Referee:

Level 1 (Assistant Referee)

Recommended Pre-Requisites:

- To obtain a DBS Check or equivalent (This will be valid for 3 yrs.)
- To have gained some experience working in other roles at Short Track Competitions.

Mandatory Pre-Requisites:

- To be a member of British Ice Skating (BIS)
- To attend organised Short Track Officials seminars (At least one in a 2-year period).

Responsibilities:

- To learn the role description laid out in the latest edition of the BIS Short Track Regulations. Rule 22 paragraph 'A', 'B', 'C', 'D' and 'E'.
- To have a reasonable overall understanding of the Short Track Rules.
- To attend Competitions and follow the guidance of the Chief Referee, or any mentor assigned to you.

Level 2 (Chief Referee at Domestic Level):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a Level 1 'Referee'.
- To have attained a competent level in the role of 'Level 1 'Referee'.
- To have a good overall understanding of the Short Track Rules.
- To have gained experience working in other roles at Short Track Competitions.

Responsibilities:

- To attend Competitions and be able to fulfil the role of 'Ass Referee' or 'Chief Referee'.
- To perform or delegate the role of mentor, and to appoint the tasks to other Referees at a competition.

Level 3 (Chief Referee including British Championships at Domestic Level):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a Level 1 and 2 'Referee'.
- To have attained a competent level in the role of 'Level 2 'Referee'.
- To have a very good overall understanding of the Short Track Rules.
- To have satisfactory experience of being a Chief Referee at domestic competitions.

Responsibilities:

- To attend Competitions and be able to fulfil the role of 'Chief Referee'.
- To perform or delegate the role of mentor, and to appoint the tasks to other Referees at a competition.

Level 4 (Referee on the ISU International List):

Criteria for promotion to this role:

- To fulfil all the Pre-Requisites: and Responsibilities of a Level 3 'Referee'.
- To have attained a competent level in the role of 'Level 3 'Referee'.
- To have been the 'Chief Referee' at a British Championships.
- To have attended and passed the exams at the recommended amount of organised Short Track Officials Seminars.
- To have experience of being a Heat Box Steward at a competition
- To be assessed/approved by the TAC.

Responsibilities:

- To maintain the responsibilities laid out for the Official position of 'Referee' in the ISU 'Special Regulations and Technical Rules' for Short track Speed Skating.
- To have a good overall understanding of the ISU Short Track Rules.
- To continue to support the UK Domestic competitions

Level 5 (Referee on the ISU Officials List):

Criteria for promotion to this role:

- Promotion to this position is the sole responsibility of the ISU Technical Committee for Short Track Speed Skating.
- Rules for maintaining this position are laid out in the ISU 'Special Regulations and Technical Rules' for Short track Speed Skating.